



## Lake Berryessa Community Forum Charter

### Authority

As described in the Lake Berryessa 2006 Visitor Services Plan Record of Decision (VSP ROD), Executive Summary, Paragraph 1, Reclamation will establish and sponsor a forum of public agencies, with meetings open to the public, to promote communication and collaboration in implementing the VSP ROD and addressing issues of mutual concern.

The VSP ROD, Section III.1.c., further states that Reclamation will sponsor a regular forum with the opportunity for public involvement to promote communication, thoughtful consideration of interests, consistency and uniformity, and constructive resolution of problems or conflicts.

### Forum Purpose

The stated purpose of the Lake Berryessa Community Forum is to facilitate and promote communication in implementing the VSP ROD, especially among the interested public and partner agencies. The specific objectives are:

1. Provide regular updates on activities and accomplishments.
2. Encourage input for Reclamation's thoughtful consideration as decisions are considered and made.
3. Identify and attempt to address potential concerns with envisioned implementation actions and strategies.
4. Convey and explain the basis for Reclamation's decisions.
5. Provide a means to track ideas, concerns and accomplishments.

### Forum Participation

Reclamation encourages other agencies with management responsibilities associated with Lake Berryessa, and all interested members of the public, to be involved with the Forum. To provide a venue for more in-depth discussion of issues, a stakeholder-based Coordinating Team will be established. An agenda will be prepared in advance to guide discussions among Coordinating Team members, and opportunities will be provided for others attending Forum meetings to participate as well. The Lake Berryessa Park Manager will chair Forum meetings, which may be managed by an impartial facilitator.

### Formation of the Coordinating Team

A Coordinating Team will be established to ensure perspectives of all major interest groups are identified as part of ongoing decision making associated with implementing the VSP ROD. The following characteristics define Coordinating Team membership:

1. **Number of Members:** 10-12
2. **Terms of Appointment:** Two years, staggered (half of the Team will rotate off each year, meaning half of the initial Team will serve a one-year term)
3. **Selection Process and Criteria:** See Attachment 1

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4. **Resignations and Replacement Appointments:** The Selection Criteria and process noted in Attachment 1 will be used in instances where members need to be replaced prior to the end of their term
5. **Operating Guidelines:** Members will commit to abiding by the Ground Rules noted in Attachment 2
6. **Public Notifications:** Members understand their names will be included in public records and stipulate agreement with that practice
7. **Meeting Availability:** Members will have the ability to attend afternoon and evening meetings (as frequent as monthly) at one of several locations, including Lake Berryessa and the cities of Winters and Napa
8. **Absences:** Members must commit to being available for meetings on a regular basis. If a member cannot attend a specific meeting, he/she should ask a representative of his/her interest group to observe the meeting and report back. If interest exists in ensuring input on a specific topic, that should be provided in writing to the Forum Chair prior to the meeting. Missing three meetings during a year is grounds for replacement.

## Forum Meeting Logistics

Logistics guiding Forum activities include:

1. **Meeting Frequency:** Every month through May 2013; then as determined by Reclamation with input from Forum participants
2. **Meeting Times:** Predominantly either afternoons or evenings
3. **Meeting Locations:** Currently a rotation between Lake Berryessa and the cities of Napa and Winters is planned
4. **Meeting Agendas:** Forum participants should submit ideas for the agenda at least two weeks before the next scheduled meeting; final agendas will be posted at least one week prior to the next scheduled meeting
5. **Meeting Summaries:** A written summary of each meeting will be posted within two weeks after each meeting; any clarifications or suggested revisions should be made within one week after the initial posting.

## Meeting Contact and Information Flow

The following communication contacts will be utilized:

1. **Forum Website:** meeting notices, agendas and summaries will be provided on [www.usbr.gov/mp/cao/berryessa/updates/index](http://www.usbr.gov/mp/cao/berryessa/updates/index)
2. **Meeting Materials:** materials needed in preparation for Forum meetings will be posted on the website and provided on an as-needed basis for Coordinating Team members or on request from any Forum participant; materials related to meetings (any papers, PowerPoint presentations, data summaries, etc.) will be archived on the website
3. **Participant Emails:** if Forum participants or those interested in the Forum wish to be notified about meetings and associated materials, their emails can be provided to Reclamation to be included in the Forum listserv
4. **Reclamation Contact Information:** Jeff Laird, Lake Berryessa Park Manager, 707-966-2111, ext 0, [jlaird@usbr.gov](mailto:jlaird@usbr.gov), or Andrew Burrows, Lake Berryessa Supervisory Concessions Management Specialist, 707-966-2111, ext 0.

## **ATTACHMENT 1**

### **Lake Berryessa Community Forum Coordinating Team**

#### **Selection Process and Criteria**

1. A team of Reclamation staff will review received nominations and evaluate them against the selection criteria. The Lake Berryessa Park Manager will be a part of this team. After reviewing and evaluating the nominations, the team will provide recommendations to the Area Manager.
2. The Park Manager will brief the Area Manager on the recommendations, and the Area Manager will make the selection of Forum representatives.
3. All candidates will be notified by telephone of their selection or non-selection.
4. Successful candidates will be sent an advance copy of the draft Charter and Ground Rules for review prior to the February 27, 2013, Forum meeting. Comments or desired changes can be discussed prior to or at the Forum prior to finalizing. Successful candidates will be requested to immediately notify Reclamation if they are unable or unwilling to continue based on the Charter and Ground Rules.
5. Reclamation will issue a Press Release announcing the Forum representatives.
6. Discussion and adoption of the Charter and Ground Rules will be an agenda item at the February 27, 2013, Forum meeting.
7. Basic selection criteria used to select the initial members of the Lake Berryessa Community Forum Coordinating Team, representing the major interest groups associated with Lake Berryessa and the implementation of the Visitor Services Plan (VSP):
  - Experience, knowledge and skills to represent the full range of interests held by their stakeholder group
  - Widely recognized participant/leader of their stakeholder group
  - General knowledge of the VSP and its objectives
  - History of public service
  - Ability to work in a team environment
  - Knowledge of, or familiarity with, working with federal, state, or local governments
  - Contributes to bringing the full range of perspectives to the Team.

Those exempted from serving include: current Reclamation employees or family members of employees; recipients of and those directly associated with recipients of Reclamation contracts; those who knowingly will be pursuing Reclamation contracts.

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## **ATTACHMENT 2**

### **Lake Berryessa Community Forum Coordinating Team**

#### **Ground Rules**

Members of the Coordinating Team commit to the following ground rules:

1. Listen to others and respect their points of view
2. Try to understand other points of view
3. Participate actively in discussions while allowing others to participate equally
4. Seek clarification and test assumptions before responding
5. Refrain from sidebar conversations
6. Prepare for meetings beforehand
7. If interviewed or questioned by third parties, refrain from speaking for the Forum; rather, speak from your point of view and understanding
8. Refrain from actions which undermine, or would likely be perceived as undermining, the role and activities of the Forum.

By my signature below, I certify that I understand and am willing to abide by the above Ground Rules.

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Name

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Stakeholder Group

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Signature

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Date